



Richard E. Constable, III
Chairman

Anthony L. Marchetta
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 6/16/2014

CLOSING DATE: 7/28/2014

JOB TITLE: Manager of Credit & Delinquent Assets
RANGE: 14
DIVISION: Credit and Business Development
FL STATUS: Exempt ☒ Non-Exempt ☐
UNION STATUS: Professional Unit ☐ Administrative Unit ☐ Non-Union ☒
EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Under the general supervision of the Senior Director, plan, organize and direct the activities of the Division's Credit and Delinquent Assets functions. Develop and implement short-term and/or long-term workout plans for financially and physically troubled HMFA financed projects; establish methodology to maintain and monitor the Agency's lending portfolio; create policy and procedures that will remove the processing functions from Multifamily Credit Officers. Prepare program correspondence and additional reports and correspondence relative to the activities of the Division and provide data, technical assistance and information to Agency staff. Provide general supervision to subordinate staff and assist in the training of new Division staff members. Review financial analyses on multi-family housing developments to determine level of risk for primary and secondary mortgage financing. Correlate population, housing, market and economic data to determine project feasibility. Review appraisal reports for multi-family and single family developments and make recommendations. Participate in management review of mortgage and loan commitments to be presented to the HMFA Board. Attend training seminars to stay abreast of any new financing methods and/or programs that may be worthy of Agency involvement.

MINIMUM REQUIREMENTS

EDUCATION / EXPERIENCE:

Four (4) year college degree; (5) years experience in housing finance and/or real estate development; minimum of five (5) years of supervisory experience; or any equivalent combination of education and experience that meet the required knowledge, skills and abilities.

SKILLS:

Comprehensive knowledge of administrative principles, public administration practices and HMFA programs, policies and procedures; thorough knowledge of multi-family real estate development principles; thorough knowledge of housing finance mechanisms and underwriting criteria; thorough knowledge of HUD regulations concerning subsidized housing; thorough knowledge of Federal and State multi-family housing programs; ability to analyze budgets and financial statements; ability to interpret statistical and financial information and make appropriate recommendations; ability to plan, organize and direct the work activities of subordinate staff.

A valid driver's license in the state in which the person resides is required only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

BENEFITS

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: hrjobs@njhmfa.state.nj.us

THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS. NJHMFA PROVIDES EQUAL EMPLOYMENT OPPORTUNITY TO BOTH INDIVIDUALS WITH VETERAN STATUS AND INDIVIDUALS WITH DISABILITIES.